



CHECKLIST OF REQUIREMENTS

- Letter Request addressed to the Mayor thru the BPLO
- Mayor's Permit/DTI Certificate or Articles of Incorporation of the Coordinator/Promoter/Producer/Organizer
- Venue Certificate
- Venue Layout

For Fun Runs, Motorcades, and/or Caravans:

- > Route Map

For Bazaars or Tiangges:

- > Venue Certificate
- > Venue Layout
- > Contract of lease with tenants/merchants
- > Affidavit of Sworn Declaration of all space/booths for lease with tenants listed therein, its corresponding monthly rental and area (sqm).
- > Barangay Certificate

For Fireworks Display:

- > Venue Certificate
- > Dealer's Certificate of Authority
- > Photocopy of the Manufacturer/Dealer's License
- > Fireworks Safety Clearance for Fireworks Exhibition
- > Barangay Certificate
- > CAAP Certificate/Clearance

For the sale of Fireworks:

- > Dealer's Certificate of Authority
- > Photocopy of the Manufacturer/ Dealer's License
- > Barangay Certificate
- > Updated PNP Certificate
- > Fireworks Safety Training Course (FSTC) Certificate
- > Picture of the retail site

For the use of Drones:

- > Civil Aviation Authority of the Philippines (CAAP) Certificate

For Concerts:

- > Letter Request must state:
 - Number of tickets for sale
 - Price per ticket
 - Venue Capacity
- > Venue Certificate
- > Venue Layout
- > Certified and Notarized ticket sales declaration as of the date of application
- > List of ticket serial numbers
- > Photocopy of sample ticket/s to be sold
- > Road/ Route Map
- > Event Map
- > Approved Traffic Plan
- > Approved Venue Emergency & Security Plan
- > Approved Emergency Preparedness and Response Plan

For Boxing Events:

- > Games and Amusement Board endorsement/certificate
- > Letter request must state:
 - Number of tickets for sale
 - Price per ticket
 - Venue Capacity
- > Venue Certificate
- > Venue Layout
- > Certified and Notarized ticket sales declaration as of the date of application

For Food carts and/or retail booths during All Saints Day and All Souls Days:

- > Barangay Certificate
- > Contract of Lease or Venue Certificate/endorsement
- > Location/Site Map

For Promotional Booths:

- > Barangay Certificate, if applicable
- > Contract of Lease or Venue Certificate/endorsement
- > Location/Site Map

**And any other document this office deems necessary to support the applicant's application.*

IF APPLYING THROUGH REPRESENTATIVE:

FOR SINGLE PROPRIETORSHIP:

- (1) Special Power of Attorney;
- (2) Valid ID from the principal with three (3) specimen signatures; and
- (3) Valid ID of representative with three (3) specimen signatures

FOR CORPORATION/PARTNERSHIP/FOUNDATION/ ASSOCIATION/ ONE PERSON CORPORATION/ COOPERATIVE:

- (1) Secretary/Partnership/ Director's Certificate;
- (2) Valid ID of the Corporate Secretary/Partner/s/Director with three (3) specimen signatures; and
- (3) Valid ID of representative with three (3) specimen signatures